

Hall of Records
CommissionREQUEST FOR RECORDS RETENT I SCHEDULE
To Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE 144
NO.PAGE
NO. 1. ✓

1. Requesting Agency

DEPARTMENT OF EMPLOYMENT SECURITY

2. Division or Bureau of Requesting Agency

Central Office
DIVISION UNEMPLOYMENT COMPENSATION

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. EMPLOYER FOLDER - (COLLECTIBLE ACCOUNTS)

Quantity: 780 letter size drawers (1170 cubic feet)

Dates: 1936 - -

File Arrangement: alphabetical - numerical

Annual Accumulation: 35 drawers

Disposable Amount: 400 cubic feet (estimate)

This folder contains all data relative to the liability, employment, tax reports, delinquencies, etc. of a reporting employer. These records are basic to the assessment and collection of the tax contribution to the Unemployment Compensation Fund. The following material is contained in the folder:

- A Form UC 1 - Report to Determine Liability Under Maryland Unemployment Compensation Law. This form is the basic document in the file and is necessary as long as the reporting firm remains in business. It shows the name, address, and owners, partners or corporate officers of the company, type of business; product produced, traded in or service rendered; number of employees and any sub-divisions of the company. It is signed by a responsible official of the company.

Whenever the Department must make collections through legal action in the Civil Courts, two documents in the folder are necessary for future reference - copies of the Judgment and the Order of Satisfaction.

RECOMMENDATION: RETAIN WHILE REPORTING COMPANY REMAINS ACTIVE AND FOR AN ADDITIONAL FOUR YEARS; THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

APR 11 1955

Date

Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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B The material listed below comprises the bulk of the file. It is largely quarterly and annual reports and statements which have no value beyond the recommended retention period.

Form No.

- No w. DES 16a etc
- UC 15 Employers Contribution Return (Tax Report)
 - UC 16 Employment Report (Wage Item) shows employee's name, Social Security number and wages. The information is filed quarterly by the employer.
 - UC 20 Adjustment of differences (Between UC15 and UC 16).
 - UC 20A Debit Memorandum
 - UC 20I Interest Assessment
 - UC 20R Credit Memorandum
 - UC 23 Statement of Delinquent Assessments
 - UC 43 Employers Status Determination
 - UC 55 Field Advisers Report
 - UC 60 Experience Rating Work Sheet
 - UC 60A Experience Rating Work Sheet
 - UC 61 Experience Rating Notice
 - UC 64 Notice of Benefit Payments Charged to Employers Experience Rating Account.
 - UC 65 Acknowledgement to employer of receipt of separation notice (Form UC 207) with respect to a benefit claim filed by the separated employee.

The following material is duplicated in the Collectable Accounts File in the Legal Division where it will be retained until the account is paid plus three years (See Item 15).

- UC 33 Certification of Assessment (Lien)
- UC 411 Warning
- UC 87A Notice to Employer of Judgement
- UC 87B Final Notice to Pay Judgement
- Order to show cause why employer should not be enjoined from doing business
- Writ of Fieri Facias
- Notice of Recordation of Judgement
- DES 151 Injunction
- Credit Reports

Folders of employers whose accounts are uncollectable are placed in a separate file; these are the subject of Item 2.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

C Correspondence in the employers folder includes letters of transmittal, form letters and other material of an ephemeral nature.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Date APR 11 1955

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BOARD OF PUBLIC WORKS

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>EMPLOYERS FOLDER - (UNCOLLECTABLE ACCOUNTS)</u></p> <p>Quantity: 6 drawers (9 cubic feet) Dates: 1936 -- File Arrangement: alphabetical Annual Accumulation: $\frac{1}{2}$ cubic foot</p> <p>Folders containing the records of employers owing taxes to the department are in this file. The records are duplicated in the Collectable Accounts File (See Item 15). These are:</p> <p>UC 33 Certification of Assessment Made Under Maryland Compensation Law (Lien) UC 23 Statement of Delinquent Assessments UC 411 Warning UC 87 A Notice to Employer of Judgement Subpoena - copy Order to show cause why employer should not be enjoined from doing business. DES 151 Injunction Writ of Fieri Facias UC 55 Field Adviser's Report Release of Lien Order of Satisfaction Correspondence</p> <p>If the taxes are collected, the folder is returned to the regular file (Item 1, above). The recommendation for this item applies to those accounts which the department has not been able to collect.</p> <p>RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
3.	<p><u>TRANSCRIPT OF WAGES EARNED BY CLAIMANT</u></p> <p>Form No.: UC 212 Size: $3\frac{1}{2}$" x $7\frac{1}{2}$" Quantity: 165 cubic feet Dates: 1951 -- File Arrangement: Social Security Number Annual Accumulation: 40 cubic feet (estimate) Audited by: State</p> <p>Prepared in duplicate; original benefit claim is given to claimant, duplicate retained in this file. Form shows employers for whom claimant worked, employer number, claimants name and number and wages earned. Used in determining the employers experience rating and in answering inquiries regarding the claimant's earnings.</p> <p>RECOMMENDATION: RETAIN FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>

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Date APR 11 1955

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4.	<p><u>MASTER CLAIM CARD</u></p> <p>Form No.: UC 217, UC 217A and VUC 217 Size: 3½" x 7½" (IBM) Quantity: 120 trays (40 cubic feet) active; 160 cubic feet in storage Total: 200 cubic feet Dates: 1950 -- File Arrangement: Social Security Number Annual Accumulation: 40 cubic feet. Disposable Amount: 60 cubic feet</p> <p>Prepared from original claim card (UC 200) received from the local office (after processing the UC 200 is returned to the originating office). Shows claimant's name, social security number, number of dependents, quarterly and annual wages, monetary determination and local office; used as a master control card in central office to prevent duplicate claim filing. Also used for the preparation of the History Card (UC 218), Benefit Account Card (UC 219) and index card, and for reference in cases of disputed claims and in cases where the claimant has moved to another district or state.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
5.	<p><u>SEPARATION NOTICE</u></p> <p>Form No.: UC 207 and 207A Size: 3½" x 7½" Quantity: 730 trays (248 cubic feet) Dates: 1951 File Arrangement: Employer Number Annual Accumulation: 75 cubic feet Disposable Amount: 75 cubic feet</p> <p>Separation Notice - Original Claim (UC 207) is prepared from the Wage Record Card (UC 216) and sent to all of the claimant's employers.</p> <p>Separation Notice - Additional Claim (UC 207A) is prepared from the Original Claim (UC 200) and sent to claimant's last employer; shows claimant's name, social security number, reason for separation, employers name and signature; used to ascertain eligibility of claimant for benefits and establishing experience rating of employer.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
6.	<p><u>EXPERIENCE RATING QUARTERLY BENEFIT CHARGES</u> <u>EXPERIENCE RATING ANNUAL SUMMARY CARD</u></p> <p>Form No.: UC 67 (quarterly) UC 68 (annual) Size: 3½" x 7½" (IBM)</p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 11 1955</p> <p><i>[Signature]</i> Secretary</p>

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Quantity: 225 trays (77 cubic feet)
Dates: 1951 - -
File Arrangement: Employer Number
Annual Accumulation: 19 cubic feet
Disposable Amount: 19 cubic feet

The quarterly card shows the proportion of benefits charged to each former employer's account; used to prepare quarterly Notice to Employers of their benefit charges (UC 64) and to prepare Experience Rating Work Sheet (UC 60). The annual summary card gives for each employer the annual record of benefit charges, the new tax rate with summary supporting data such as taxable wages and chargeable benefits. The forms are used in posting to the Experience Rating Worksheet and to compare Federal Income Tax Returns with the employers benefit tax claims.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. CASHED BENEFIT CHECKS

Form No.: UC 227
Size: 3 1/2" x 7 1/2"
Quantity: 500 cubic feet
Dates: July 1, 1950 - -
File Arrangement: check number
Annual Accumulation: 100 cubic feet
Disposable Amount: 200 cubic feet
Audit: State and Federal

Benefit checks originate in and are returned to the Central Office; are necessary in cases of fraudulent claims, court cases, forgeries, over-payments, etc; have been microfilmed to 1954 and the originals destroyed to June 30, 1950. Recommendation for this item includes Replacement Checks (Form UC 228).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

8. TRANSFER LEDGER

Form No.: pages are Form UC 8
Size: 11" x 17 1/2"
Quantity: 3 cubic feet
Dates: 1937 - -
File Arrangement: chronological
Annual Accumulation: 3 linear inches

Purpose of this ledger is to transfer funds from the clearing account to the trust fund.

RECOMMENDATION: RETAIN PERMANENTLY.

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Date

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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9. CASHIER'S RECORDS

Quantity: 135 cubic feet
Dates: 1946 --
Annual Accumulation: 15 cubic feet
Disposable Amount: 90 cubic feet (estimate)
Audit: State and Federal

This item is concerned only with the records of benefit and tax payments. It does not include records concerned with internal administrative fiscal matters. The following records are included:

UC 12 Recapitulation of Deposits - Clearing Account Only
UC 14 Correction Form - (validating machine)
UC 29 Refund Voucher
UC 29A Transfer of Funds - interest and penalty payments transferred to Administration Fund
UC 38 Contribution Batch Control for Employers Contribution Returns
UC 39 Bank Deposit Slip
UC 40 Bank Deposit Slip
UC 43A Checks Returned by Bank
UC 224 Requisition for blank checks
UC 233 Bank Reconciliation Card
UC 237 Cash Benefit Disbursement Warrant
UC 239 Local Office Receipt for Benefit Checks
UC 239 Warrant for Benefit Payments
UC 241 Report of Checks to be Cancelled
UC 242 Request for Better Address
UC 331A Stop Payment Request
UC 333 Forged Signature Affidavit
UC 341 Authorization to Process New Check

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

10. CONTRIBUTION ACCOUNT CARD

Form No.: ^{DES} UC 17
Size: 3 1/2" x 7 1/2" (IBM)
Quantity: 80 cubic feet
Dates: 1950 --
File Arrangement: Employer Number
Annual Accumulation: 20 cubic feet
Disposable Amount: 20 cubic feet
Audit: State and Federal

Indicates the amount of tax collected from each employer each quarter; used for delinquent payment control, statistical purposes, balance cash receipts ledger, computing tax rates and as a check against Federal Income Tax Returns.

RECOMMENDATION: RETAIN UNTIL ACCOUNT IS PAID AND THEREAFTER FOR

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REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
11.	<p style="text-align: center;">THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p><u>BENEFIT ACCOUNT CARD</u></p> <p>Form No.; UC 219 Size: 3$\frac{1}{2}$" x 7$\frac{1}{2}$" (IBM) Quantity: 480 cubic feet Dates: 1950 - - File Arrangement: Social Security Number Annual Accumulation: 120 cubic feet</p> <p>Benefit Account Card records benefits paid to each worker; is the basis for preparing the benefit check. A by-product of the Benefit Account card is the Benefit Rndown Sheet from which the experience rating is posted to the Experience Rating Sheet (UC 60) in the Employer's Folder. The Benefit Rndown Sheet is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). Another by-product also considered non-record is the Benefit Statistic Card (DES 142) which is used to compile required Federal reports. The recommendation below applies only to the Benefit Account Card.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
12.	<p><u>JOURNALS - EMPLOYER ACCOUNTS</u></p> <p>Form No: pages are UC 36 Quantity: 8 letter size drawers (12 cubic feet) Dates: 1936 - - Annual Accumulation: 1 cubic foot</p> <p>The following employer account journals are maintained; Credit, Debit, Uncollectable Accounts, Judgements and Penalties Receivable. These accounts are summarized monthly in the General Ledger.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p>
13.	<p><u>OVERPAYMENT FILE</u> - <i>Superseded by Item 1, Sched. 288.</i></p> <p>Quantity: 55 letter size drawers (80 cubic feet) plus 55 cubic feet in storage Total: 135 cubic feet Dates: 1945 - - Annual Accumulation: 15 cubic feet Disposable Amount: 90 cubic feet (estimate)</p> <p>A folder is maintained on each unemployment compensation claim which is overpaid. Contains the following records:</p> <p>UC 221 Claim Examiner's Determination UC 222 Notice to Claimant</p>	<p><i>Approved Hall of Records Commission</i></p> <p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS APR 11 1955</p> <p style="text-align: right;"><i>[Signature]</i> Secretary</p>

REQUEST FOR RECORDS RETENTION SCHEDULE
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4.
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6. Recommendation of Hall of Records and Board of Public Works.

UC 266 Earnings Reconciliation Sheet
UC 330 Request for Employees Weekly Earnings Correspondence

Folders remain in the active file until reimbursement is made or cancelled by action of the Board at which time they are placed in the inactive file.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF CLOSURE AND THEN DESTROY.

14. OVERPAYMENTS - RECOVERY CARDS

Form No.: UC 338 - Overpayment History Card
UC 348 - Overpayment Account Recovery Card
Size: 5 1/2" x 7 1/2" (IBM)
Quantity: 2 1/2 cubic feet
Dates: 1949 - -
File Arrangement: UC 338 by Social Security Number
UC 348 by alphabetically
Annual Accumulation: less than 1/2 cubic foot

These two forms are the only ones retained in the Central Office after the overpayment is collected; all other data is returned to the local office and is included in the retention schedule covering records of the local office.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER FINAL PAYMENT IS RECEIVED AND THEN DESTROY.

15. COLLECTIBLE ACCOUNTS

Quantity: 40 letter size drawers (60 cubic feet)
Dates: 1948 - -
File Arrangement: alphabetical
Annual Accumulation: 10 cubic feet
Disposable Amount: 20 cubic feet (estimate)
Audit: State and Federal

File consists of records concerned with delinquent employer accounts which have been turned over to the Legal Department for action; a folder is maintained for each account containing the following:

UC 33 Certification of Assessment Made Under Maryland Compensation Law (lien)
UC 23 Statement of Delinquent Assessments
UC 411 Warning
UC 87A Notice to Employer of Judgment
Subpoena-copy
Order to show cause why employer should not be enjoined from doing business

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Date

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REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>DES 151 Injunction Writ of Fieri Facias UC 55 Field Adviser's Report Release of Idem Order of Satisfaction Correspondence</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SATISFACTION OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	

MEMO Re: Forms UC 454, UC450, UC 455, UC 44, and UC 441-A

Sched. 144

The following forms listed on the Certificate of Disposal dated Dec. 19, 1955 are not found on the Retention Schedule :

- UC 454 - It is a copy of the decision involving an employee's claim, and is placed in the Appeals Folder. The record copy is in the office of the Board of Appeals, where it is retained permanently (Schedule 143, Item 5)
- UC 450, UC 455 - These are form letters, copies of which are apparently filed in the Appeals Folder, indicating actions taken.
- UC 44 and UC 441-A - These are IBM punch cards and are used for statistical purposes and appear to be non-record. They are being destroyed as a part of the Employers Folder, Schedule 144, Item 1-B)

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BOARD OF PUBLIC WORKS
Date...APR.1.1 1955.

[Signature]
Secretary